

Introduction

In order to insert documents as Exhibits/Attachments in an SCM Contract Document, the file type needs to be TIF.

There are many options to convert documents into a TIF file. The process used is determined by the starting file type (paper or PDF) and the software/devices available for the conversion.

This handout will cover using a **Multi-Function Device** and/or **Adobe Acrobat Pro Software** to convert a multi-page document into individual TIF files and inserting them into an SCM Contract Document.

Process Comparison Chart

	Adobe Acrobat Pro Software	Multi-Function Device
File Type needed to start document conversion	<ul style="list-style-type: none"> PDF 	<ul style="list-style-type: none"> Paper Document
# Process Steps	<ul style="list-style-type: none"> 7 steps 	<ul style="list-style-type: none"> 13 steps
TIF file Insert Process into SCM	<ul style="list-style-type: none"> All in One Batch 	<ul style="list-style-type: none"> All in One Batch
Cost	<ul style="list-style-type: none"> Software* (\$5/month per machine installed) 	<ul style="list-style-type: none"> Multi-Function Device* with scanning to TIF capability
Potential Additional Cost	If document is in paper format: <ul style="list-style-type: none"> Multi-Function Device* with scanning to TIF capability 	If document is in electronic format: <ul style="list-style-type: none"> Paper* Ink*
PROs	<ul style="list-style-type: none"> Keeps integrity of images (good readability) Directly Saves PDFs to TIF 	<ul style="list-style-type: none"> Most State Agencies already own Multi-Function Devices Directly Scans images to TIF
CONs	<ul style="list-style-type: none"> Some State Agencies may not already own the software If document is in paper format, then there will be a need to scan it as a PDF or use the Multi-Function Device process 	<ul style="list-style-type: none"> Loss of image integrity (poor readability) If document is in electronic format, then there will be cost of paper and ink

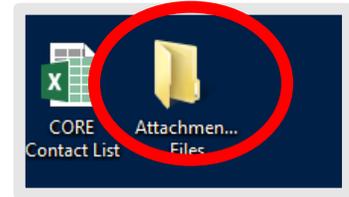
** The cost of the software/device/product is assuming that it is not currently available or purchased by the State Agency*

Converting PDF files to TIF files in order to insert them into SCM Contract Document Exhibits/Attachments

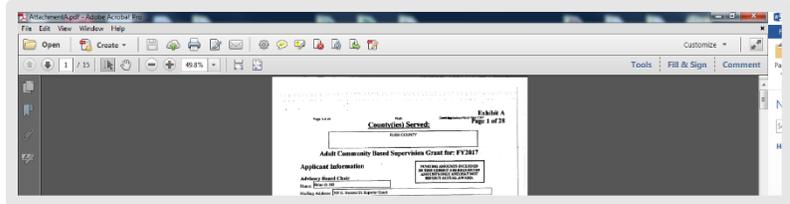
Adobe Acrobat Pro Process

Follow these steps to convert a PDF to a TIF file.

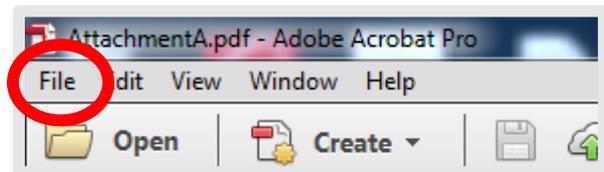
1. Create a folder to house the TIF files



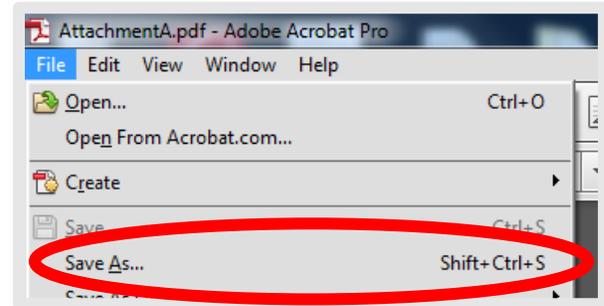
2. Open the PDF document in Adobe Acrobat Pro



3. Click **File**

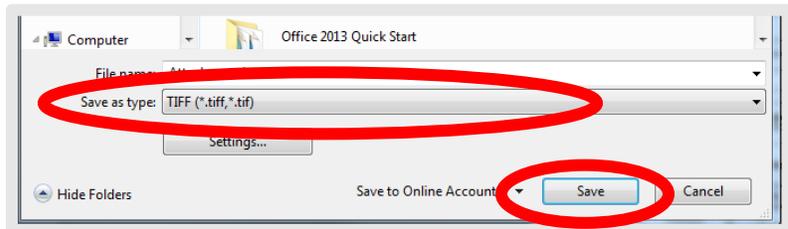


4. Click **Save As**



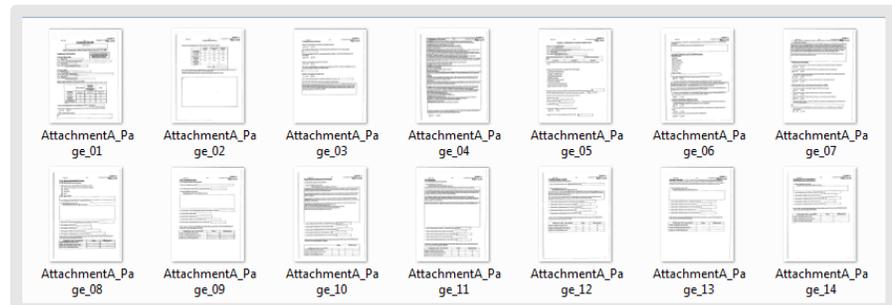
5. Select the folder that you created for the file save location

6. Change the **Save as type:** to **TIF**



7. Click **Save**

The TIF files will populate in the folder where you selected to save. Each TIF file will have the file name followed by the page number.

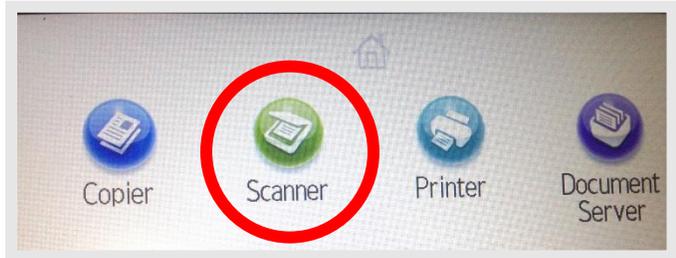


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Multi-Function Device Process

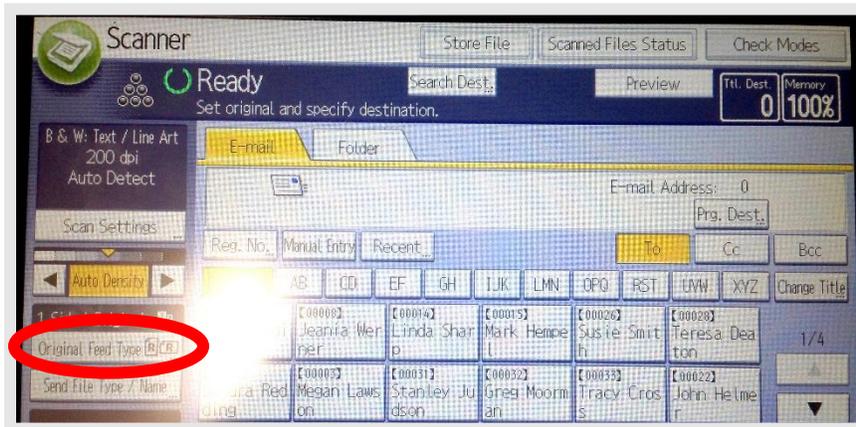
Follow these steps to convert a paper document to a TIF file.

1. Put the document face up in the top tray of the multi-function device
2. Select/Click the **Scanner** option



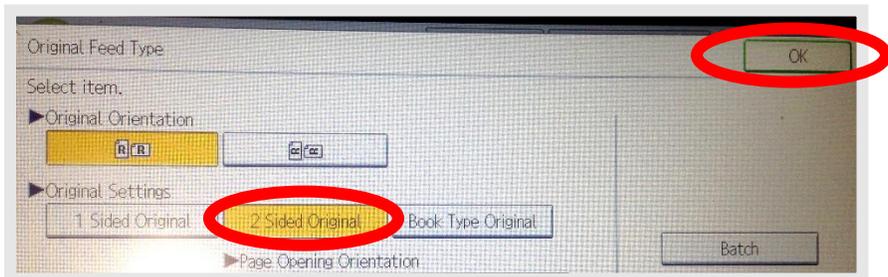
3. Select the file scanning destination (email to send it to)

4. Click **Original Feed Type**

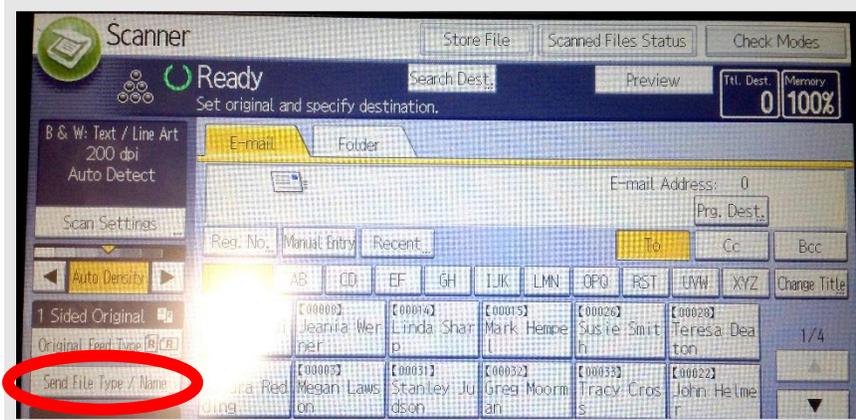


5. Click **2 Sided Original**

6. Click **OK**



7. Click **Send File Type/Name**

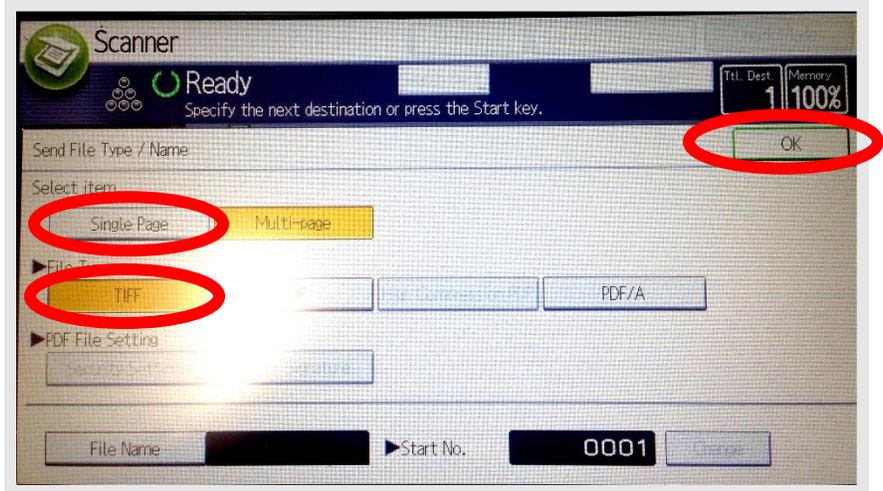


Converting PDF files to TIF files in order to insert them into SCM Contract Document Exhibits/Attachments

8. Click **Single Page**

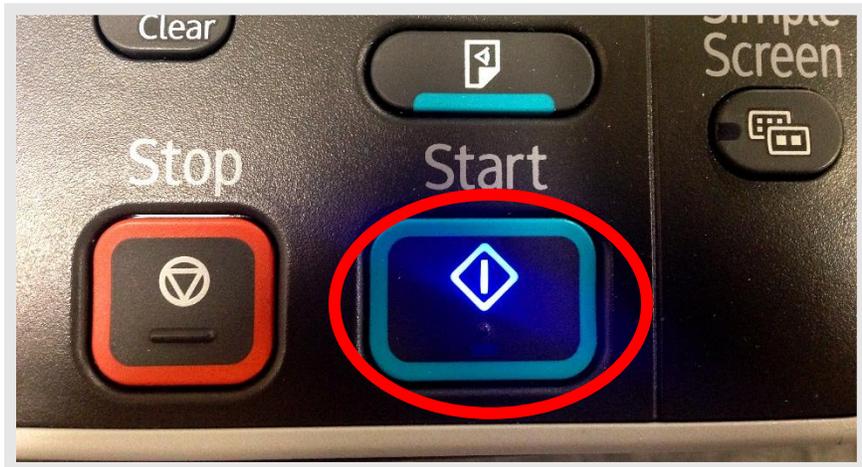
9. Click **TIFF**

10. Click **OK**

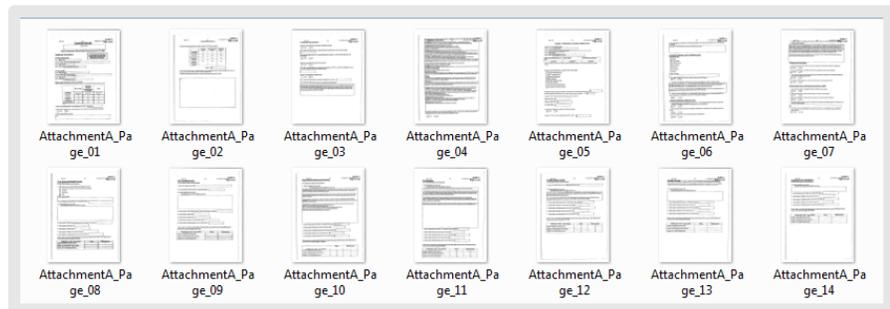


11. Click **Start**

12. Open the email or file destination

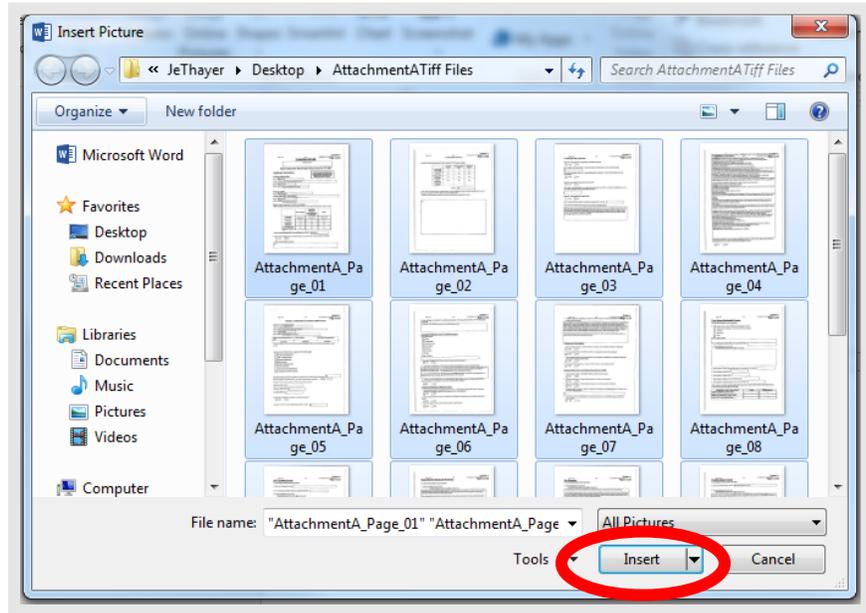


13. Save all of the files to a designated folder



Converting PDF files to TIF files in order to insert them into SCM Contract Document Exhibits/Attachments

7. Click **Insert**



All of the Exhibit/Attachment TIF pages will auto-populate in order in the Text Contract Document

